

MIAMI-DADE POLICE DEPARTMENT

Checklist for Bomb Threats, Scares, Suspicious Packages, and Suspicious Vehicles

This information sheet is intended for quick information and is not a complete guide to handling a bomb threat or scare.

COMPLETE THE FOLLOWING INFORMATION AS THE CALL IS RECEIVED:

Time/Date _____

Reported: _____

How Reported (phone, letter, etc.): _____

Caller's Exact

Words: _____

QUESTIONS TO ASK CALLER:

When is the bomb going to explode? _____

Where is the bomb right now? _____

Is it in a vehicle? _____ A car or truck? _____ Is the vehicle itself a bomb? _____

Year: _____ Make: _____ Model: _____ Color: _____ Tag

Where is the vehicle

parked? _____

Did you place the bomb in any type of container? What type? _____

What kind of bomb is

it? _____

What does it look

like? _____

Why did you place the bomb? _____

Where are you calling

from? _____

DESCRIPTION OF CALLER'S VOICE:

Male: _____ Female: _____ Young: _____ Middle Age: _____ Old: _____ Accent/Type: _____

Tone of Voice: _____ Background Noise: _____ Is Voice Familiar: _____

If so, who did it sound

like? _____

Other caller

characteristics: _____

Time caller hung up: _____

Remarks: _____

Name/Address/Telephone of

Recipient: _____

- **Immediately notify your immediate supervisor or his designee of the threat.**

WHEN A CALL IS RECEIVED:

Call POLICE – 911. Have the following information available:

- A. You are reporting the threat by are not evacuating.
- B. You are reporting the threat, are not evacuating, but are conducting a search for suspicious items by key personnel.
- C. You are reporting the threat, evacuating, and searching for suspicious items by key personnel.
- D. You are reporting the threat, evacuating, and have located a suspicious item.

EVACUATION PROCEDURES:

1. If the building is being evacuated, ensure that all doors and windows are left open as employees evacuate. Do not close any open doors or windows.

DO NOT “SAVE” ANY COMPUTER INFORMATION, TURN OFF ANY ELECTRICAL APPLIANCES, ACTIVATE ANY PAGERS, OR USE ANY TYPE OF PORTABLE RADIO, WALKIE-TALKIE, OR CELLULAR PHONES. ANY PHONE CONTACT MUST BE MADE ON LAND-LINE PHONES ONLY.

- 2. Evacuate employees away from suspect items or vehicles. **DO NOT** walk past, around, or near suspect items.
- 3. All personnel must be evacuated AT LEAST 300 FEET away from and opposite the items. If in a building, the entire building must be evacuated.
- 4. Do not allow anyone to re-enter the building for any reason.

SEARCH PROCEDURES:

A suspect item is defined as:

Any box, package, or container that is not recognized as belonging in the place in which it is found.

When searching for a suspect item:

- 1. Do not use any of the above telecommunications equipment for contact.
- 2. If a device is located, **DO NOT TOUCH, COVER, MOVE, OPEN, OR DISTURB THEM.**
- 3. Upon locating a suspect item, immediately evacuate the building if it has not been done. Note what the item look like and its location.

THREATS INVOLVING VEHICLE BOMBS:

Any of the following signs should arouse greater suspicion that a vehicle is being used as a bomb delivery system:

- â Vehicle is illegally or suspiciously parked
- â Vehicle has lower than normal ground clearance
- â Vehicle is a rental or in general disrepair
- â Tag is improper in any way
- â There are unusual odors, smoke, or liquid coming from the vehicle
- â There is powered material of any kind around door sills of the tailgate

WHEN THE OFFICER ARRIVES:

- 1. Have the call check-list available for the officer.
- 2. Have both the person receiving the call and the decision-maker for the business ready to speak to the officer.
- 3. If a suspect item has not been located and the business decision-maker has not evacuated the building, the following statement will be read in front of a witness:
“Full responsibility for any injuries or death resulting from a subsequent explosion rests with the owner of responsible person.” (S.O.P. 4-07)
- 4. Depending on the circumstances, the officer will make the determination if a canine unit and/or bomb disposal unit is necessary.

The bomb-threat and evacuation procedures should be a part of your business comprehensive security plans and training should be conducted periodically. Contact your local police department for further information and/or presentations.

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